

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH ADMINISTRATION
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

December 26, 1947

BUREAU MEMORANDUM TO: All Employees

FROM: Louis B. Howard, Chief of Bureau, AIC

SUBJECT: Suggestion Awards

By this time I trust you have all had an opportunity to become familiar with the contents of Secretary Anderson's Memorandum #1048, Revision 2, of November 7, 1947, which sets forth the details of the cash awards plan of the Department.

I have appointed a Committee of seven employees in the Bureau to serve on the Suggestion Awards Committee as contemplated in the Secretary's memorandum. The members of the Committee are the following:

Mr. Henry A. Donovan, Assistant Chief of Bureau, Washington, D.C.,
Chairman
Dr. David J. Price, Office of the Chief of Bureau, Washington, D.C.
Mr. Sidney J. Adams, Office of the Chief of Bureau, Washington, D.C.
Dr. D. J. Sorber, WRRRL, Albany, California.
Dr. H. H. Hall, Agricultural Chemical Research Division, New Orleans,
Louisiana.
Dr. C. O. Willits, ERRL, Wyndmoor, Pennsylvania.
Dr. A. C. Beckel, NRRL, Peoria, Illinois.

It will be the function of this Committee to consider suggestions of the members of the staff of the Bureau and to evaluate all suggestions and determine the amount of award when it does not exceed \$25. The Committee's further responsibility will be to submit to the Suggestion Awards Board of the Department all suggestions where the evaluation contemplates an award in excess of \$25 or where the suggestion is such that it requires review of the Suggestion Awards Board because of the lack of authority of the Bureau to put the suggestion into effect. The method of submission of suggestions will not be changed, that is to say, any employee desiring to submit a suggestion should reduce it to writing and present it to his supervisor. The supervisor will forward it through channels to the Washington office where the necessary arrangements will be made for the Suggestion Awards Committee of the Bureau to give it proper consideration.

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The Bureau's record with respect to submission and adoption of suggestions under the Management Improvement Program has been impressive. The cash awards plan is a further incentive for us to offer suggestions for improvements. It is my sincere hope that all employees will continue to take an active interest in this program and will feel free to submit for consideration any suggestions they might have for the improvement of the administration of the affairs of the Federal Government.

Louis Blum